



**DEPARTMENT OF PERSONNEL**

209 E. Musser Street, Room 101  
Carson City, Nevada 89701-4204  
(775) 684-0150  
[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)

**MEMO PERD #04/04**  
January 20, 2004

TO: Department Directors  
FROM: Jeanne Greene, Director  
Department of Personnel  
SUBJECT: CATASTROPHIC LEAVE ACCOUNTING

Pursuant to subsections 7 and 8 of NAC 284.576, I am requesting a summary of your agency's catastrophic leave activity for the period 1/1/2003 through 12/31/2003. Please submit the requested information no later than **March 1, 2004**.

Attached to this memo are a collection form and an instruction page. The data must be submitted on the attached form to ensure complete and accurate reporting of information. The instruction page answers many commonly asked questions. The form may be completed manually or by using Excel software. If using Excel, the columns will calculate automatically, in most instances.

The completed summary may be submitted by softcopy directly to Shelley Blotter at [sblotter@dop.nv.gov](mailto:sblotter@dop.nv.gov) or by hardcopy sent to her attention at the Department of Personnel, Technical Services Division. Additionally, you may direct questions regarding the completion of the form to Shelley at 684-0111.

Thank you in advance for complying with this request and ensuring that your department's information is reported in a timely manner.

JG:sb/sq

Attachment

cc: Agency Personnel Liaisons  
Agency Personnel Representatives

## INSTRUCTIONS FOR COMPLETING CATASTROPHIC LEAVE SUMMARY 2003

### General Instructions:

- Complete one Catastrophic Leave Summary form (TS-57A) for each department in the Executive Branch.
- Submit the completed summary form by **March 1, 2004** to Shelley Blotter at the Department of Personnel, Technical Services Division or [sblotter@dop.nv.gov](mailto:sblotter@dop.nv.gov).
- Ensure that the department name and contact information is completed on the summary form.
- If you have any questions regarding completion of the summary, please contact Shelley Blotter at 684-0111 or [sblotter@dop.nv.gov](mailto:sblotter@dop.nv.gov).

### Completing Donations and Recipient Summary Information:

- Only report donations made by your department's employees.
- Only report recipients within your department. (Donations from other departments will be reflected in this area.)
- DO NOT report an employee's intent to donate or unused time returned to the donor.
- The time donated and received is reported in hours and minutes, e.g., 4 hours and 30 minutes would be recorded 4.30.
- Except for hours donated to the agency bank, donations are recorded in the year leave was actually used by a recipient.
- Report donors and recipients by sequential number code and not by name (e.g., 1, 2, 3, D1, D2, D3, R1, R2, R3). If an employee donates leave more than once in a year, use the same number code for all donations. Similarly, if an employee receives multiple donations, use the same recipient number code for each of the donations received.
- The total for the Hourly Rate column is the Average Hourly Rate. This can be calculated using an Excel formula.
- You may add lines for Donations and Recipients. If you add lines, ensure that the formulas are copied to those lines so that your data will calculate properly.